

## RECORD OF PUBLIC BID OPENING

Requisition # K-000270

Bid Title: ITD HDQ JANITORIAL/HOUSEKEEPING SERVICES

Bid Closing Date: 9/13/06 @ 5:00 PM

Bid Open Date: 9/14/06 @ 11:00 AM

**STATUS – AWARDED TO: WESTERN BUILDING MAINTENANCE**

**CONTRACTOR:** ABM JANITORIAL

1.	<u>DAILY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 7696.98</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 48.01</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 1324.73</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 2141.81</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 285.30</u>
f.)	Building - 91011 PT Trailer	1,850	<u>\$189.46</u>
g.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 237.29</u>
h.)	<b>Monthly cost for <u>Daily</u> Services <u>\$11,923.58</u> x 24 = <u>\$ 286,165.92</u></b>		

2.	<u>WEEKLY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 211.25</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 9.60</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 38.41</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 48.01</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 19.20</u>
f.)	Building - 91011 PT Trailer	1,850	<u>\$ 9.60</u>
g.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 19.20</u>

**Monthly cost for Weekly Services \$ 355.27 x 24 = \$ 8,526.48**

3.	<b><u>MONTHLY SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	a.) Building – 91001 HQ's Main	110,000	<u>\$ 263.78</u>
	b.) Building - 91002 Garage	1,000	<u>\$ 28.69</u>
	c.) Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 28.69</u>
	d.) Building - 91004 Operations Annex	23,000	<u>\$ 136.84</u>
	e.) Building - 81001 Aeronautic	3,000	<u>\$ 28.69</u>
	f.) Building - 91011 PT Trailer	1,850	<u>\$ 28.69</u>
	g.) Building – 91017 Highway Safety Trailer	3,000	<u>\$ 28.69</u>
	<b>Total cost for <u>Monthly Services</u> \$ _____ x 24 = \$ _____</b>		

4.	<b><u>SIX-WEEK SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	a.) Building – 91001 HQ's Main	1,928	<u>\$ 187.62</u>
	b.) Building - 91002 Garage	220	<u>\$ 28.69</u>
	c.) Building - 91003 Supply Services & Print Shop	200	<u>\$ 28.69</u>
	d.) Building - 91004 Operations Annex	600	<u>\$ 73.37</u>
	e.) Building - 81001 Aeronautic	600	<u>\$ 66.77</u>
	f.) Building - 91011 PT Trailer	160	<u>\$ 22.34</u>
	g.) Building – 91017 Highway Safety Trailer	160	<u>\$ 22.34</u>

**Total cost of Six-Week Services, occurs approx 16-times during 24-month contract period, Six-Week Services are scheduled only for the restrooms. The above listed square footage estimates reflect *only* the restrooms.**

**Total cost for Six-Week Services \$429.82 x 16 = \$6,877.12.**

5.	<b><u>SEMI-ANNUAL SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	a.) Building – 91001 HQ's Main	110,000	<u>\$ 720.76</u>
	b.) Building - 91002 Garage	1,000	<u>\$ 79.46</u>
	c.) Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 79.46</u>
	d.) Building - 91004 Operations Annex	23,000	<u>\$ 466.88</u>
	e.) Building - 81001 Aeronautic	3,000	<u>\$ 79.46</u>
	f.) Building - 91011 PT Trailer	1,850	<u>\$ 79.46</u>
	g.) Building – 91017 Highway Safety Trailer	3,000	<u>\$ 79.46</u>

**Total cost of Semi-Annual services (approximately 2-times per year) \$ 1,584.94 x 4= \$ 6,339.76**

6. **TRAFFIC SUPPLY BUILDING - 31003**

This building is excluded from regularly scheduled services as outlined in APPENDIX A, except for the restrooms. Cleaning services must be performed daily before 3:00 p.m., Monday through Friday. Contractor must meet all the minimum specifications as outlined in APPENDIX A for restroom cleaning.

**Total monthly cost for Traffic Supply 400.59 x 24 = \$9,614.16**

**GRAND TOTAL COST: \$ 330,581.12**

**Item 7 & 8 are excluded from the total cost of the Bid.**

7. Hourly Rate: Washing Windows \$ 21.50

8. Hourly Rate: Pressure Washing \$ 32.50

## RECORD OF PUBLIC BID OPENING

Requisition # K-000270

Bid Title: ITD HDQ JANITORIAL/HOUSEKEEPING SERVICES

Bid Closing Date: 9/13/06 @ 5:00 PM

Bid Open Date: 9/14/06 @ 11:00 AM

CONTRACTOR: WESTERN BUILDING MAINTENANCE

1.	<u>DAILY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 7200.00</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 210.00</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 1255.00</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 1440.00</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 650.00</u>
	Building - 91011 PT Trailer	1,850	<u>\$ 200.00</u>
i.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 300.00</u>

Monthly cost for Daily Services \$11,255.00 x 24 = \$ 270,120.00

2.	<u>WEEKLY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 300.00</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 40.00</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 75.00</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 225.00</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 75.00</u>
f.)	Building - 91011 PT Trailer	1,850	<u>\$ 40.00</u>
h.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 75.00</u>

Monthly cost for Weekly Services \$830.00 x 24 = \$19,920.00

6.	<b><u>MONTHLY SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	c.) Building – 91001 HQ's Main	110,000	\$ 400.00
	d.) Building - 91002 Garage	1,000	\$ 25.00
	c.) Building - 91003 Supply Services & Print Shop	18,000	\$ 75.00
	d.) Building - 91004 Operations Annex	23,000	\$ 150.00
	h.) Building - 81001 Aeronautic	3,000	\$ 25.00
	i.) Building - 91011 PT Trailer	1,850	\$ 25.00
	j.) Building – 91017 Highway Safety Trailer	3,000	\$ 25.00

**Total cost for Monthly Services \$725.00 x 24 = \$17,400.00**

7.	<b><u>SIX-WEEK SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	b.) Building – 91001 HQ's Main	1,928	<u>\$ 150.00</u>
	b.) Building - 91002 Garage	220	<u>\$ 15.00</u>
	c.) Building - 91003 Supply Services & Print Shop	200	<u>\$ 15.00</u>
	h.) Building - 91004 Operations Annex	600	<u>\$ 75.00</u>
	i.) Building - 81001 Aeronautic	600	<u>\$ 45.00</u>
	j.) Building - 91011 PT Trailer	160	<u>\$ 15.00</u>
	k.) Building – 91017 Highway Safety Trailer	160	<u>\$ 15.00</u>

**Total cost of Six-Week Services, occurs approx 16-times during 24-month contract period, Six-Week Services are scheduled only for the restrooms. The above listed square footage estimates reflect *only* the restrooms.**

**Total cost for Six-Week Services \$330.00 x 16 = \$5,280.00.**

8.	<b><u>SEMI-ANNUAL SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	a.) Building – 91001 HQ's Main	110,000	<u>\$ 810.00</u>
	b.) Building - 91002 Garage	1,000	<u>\$ 35.00</u>
	c.) Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 300.00</u>
	h.) Building - 91004 Operations Annex	23,000	<u>\$ 200.00</u>
	i.) Building - 81001 Aeronautic	3,000	<u>\$150.00</u>
	j.) Building - 91011 PT Trailer	1,850	<u>\$35.00</u>
	k.) Building – 91017 Highway Safety Trailer	3,000	<u>\$35.00</u>

**Total cost of Semi-Annual services (approximately 2-times per year) \$1565.00 x 4= \$6,260.00**

6. **TRAFFIC SUPPLY BUILDING - 31003**

This building is excluded from regularly scheduled services as outlined in APPENDIX A, except for the restrooms. Cleaning services must be performed daily before 3:00 p.m., Monday through Friday. Contractor must meet all the minimum specifications as outlined in APPENDIX A for restroom cleaning.

**Total monthly cost for Traffic Supply 225.00 x 24 = \$5400.00**

**GRAND TOTAL COST: \$ 324,380.00**

**Item 7 & 8 are excluded from the total cost of the Bid.**

9. Hourly Rate: Washing Windows \$ 20.00

10. Hourly Rate: Pressure Washing \$ 45.00

## RECORD OF PUBLIC BID OPENING

Requisition # K-000270

Bid Title: ITD HDQ JANITORIAL/HOUSEKEEPING SERVICES

Bid Closing Date: 9/13/06 @ 5:00 PM

Bid Open Date: 9/14/06 @ 11:00 AM

CONTRACTOR:       \_VARSITY CONTRACTORS INC      

1.	<u>DAILY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 9,359.00</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 380.00</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 1,582.00</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 1,770.00</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 257.00</u>
j.)	Building - 91011 PT Trailer	1,850	<u>\$ 455.00</u>
k.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 528.00</u>

**Monthly cost for Daily Services \$14,331.00 x 24 = \$343,944.00**

2.	<u>WEEKLY SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building - 91001 HQ's Main	110,000	<u>\$ 536.00</u>
b.)	Building - 91002 Garage	1,000	<u>\$ 25.00</u>
c.)	Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 65.00</u>
d.)	Building - 91004 Operations Annex	23,000	<u>\$ 85.00</u>
e.)	Building - 81001 Aeronautics	3,000	<u>\$ 0</u>
f.)	Building - 91011 PT Trailer	1,850	<u>\$ 0</u>
i.)	Building – 91017 Highway Safety Trailer	3,000	<u>\$ 0</u>

**Monthly cost for Weekly Services \$711.00 x 24 = \$ 17,064.00**

9.	<b><u>MONTHLY SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	e.) Building – 91001 HQ's Main	110,000	<u>\$ 880.00</u>
	f.) Building - 91002 Garage	1,000	<u>\$ 35.00</u>
	c.) Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 90.00</u>
	d.) Building - 91004 Operations Annex	23,000	<u>\$ 35.00</u>
	k.) Building - 81001 Aeronautic	3,000	<u>\$ 0</u>
	l.) Building - 91011 PT Trailer	1,850	<u>\$ 0</u>
	m.) Building – 91017 Highway Safety Trailer	3,000	<u>\$ 0</u>

**Total cost for Monthly Services \$1,040.00 x 24 = \$24,960.00**

10.	<b><u>SIX-WEEK SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	c.) Building – 91001 HQ's Main	1,928	<u>\$ 250.00</u>
	b.) Building - 91002 Garage	220	<u>\$ 30.00</u>
	c.) Building - 91003 Supply Services & Print Shop	200	<u>\$ 30.00</u>
	l.) Building - 91004 Operations Annex	600	<u>\$ 35.00</u>
	m.) Building - 81001 Aeronautic	600	<u>\$ 0</u>
	n.) Building - 91011 PT Trailer	160	<u>\$ 0</u>
	o.) Building – 91017 Highway Safety Trailer	160	<u>\$ 0</u>

**Total cost of Six-Week Services, occurs approx 16-times during 24-month contract period, Six-Week Services are scheduled only for the restrooms. The above listed square footage estimates reflect *only* the restrooms.**

**Total cost for Six-Week Services \$345.00 x 16 = \$5,520.00.**



11.	<b><u>SEMI-ANNUAL SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
	a.) Building – 91001 HQ's Main	110,000	<u>\$ 364.00</u>
	b.) Building - 91002 Garage	1,000	<u>\$ 30.00</u>
	c.) Building - 91003 Supply Services & Print Shop	18,000	<u>\$ 50.00</u>
	l.) Building - 91004 Operations Annex	23,000	<u>\$ 85.00</u>
	m.) Building - 81001 Aeronautic	3,000	<u>\$ 0</u>
	n.) Building - 91011 PT Trailer	1,850	<u>\$ 0</u>
	o.) Building – 91017 Highway Safety Trailer	3,000	<u>\$ 0</u>

**Total cost of Semi-Annual services (approximately 2-times per year) \$529.00 x 4= \$2,116.00**

**6. TRAFFIC SUPPLY BUILDING - 31003**

This building is excluded from regularly scheduled services as outlined in APPENDIX A, except for the restrooms. Cleaning services must be performed daily before 3:00 p.m., Monday through Friday. Contractor must meet all the minimum specifications as outlined in APPENDIX A for restroom cleaning.

**Total monthly cost for Traffic Supply 13.45 x 24 = \$323.00**

**GRAND TOTAL COST: \$ 393,927.00**

**Item 7 & 8 are excluded from the total cost of the Bid.**

11. Hourly Rate: Washing Windows \$ 25.00

12. Hourly Rate: Pressure Washing \$ 30.00



**INVITATION TO BID**  
**JANITORIAL SERVICES ITD HEADQUARTERS COMPLEX**  
**REQUISITION # K-000270**

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#### **ATTACHMENTS/FORMS/EXHIBITS**

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 EXHIBIT 3A – REPORTS AND RECORDS  
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 BID SCHEDULE  
 SIGNATURE PAGE  
 BID PROPOSAL  
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 SUBCONTRACTOR CERTIFICATION  
 CONTRACTORS AFFIDAVIT  
 BIDDER'S RESPONSIBILITY PAGE OR CHECKLIST

# IDAHO TRANSPORTATION DEPARTMENT REQUEST FOR BID

August 23, 2006

Idaho Transportation Department  
Supply Services Purchasing Section  
3311 West State Street  
Boise, Idaho 83703

## **REQUISITION #: K-000270**

**ALL sealed bids must be received by 5:00 pm on September 13, 2006. Sealed bids will be opened at 11:00 am on September 14, 2006** at Supply Services, Purchasing Office, at 3311 West State Street in Boise. The scope of work on this project consists of furnishing all materials, chemicals, equipment and labor for JANITORIAL/HOUSEKEEPING SERVICES at the Idaho Transportation Department Complex and related buildings as per the specifications contained in the above requisition.

A **mandatory pre-proposal conference** and site inspection will be held on September 6, 2006 at 10:00 AM MDT, at ITD Headquarters, 3311 West State Street, Boise. Bidders will also be requested to inspect off-site locations. **Bids received from Contractors not in attendance will not be accepted.**

Contact Evey McAdams, Contract Program Specialist for Bid Requirements and Clarification at (208) 334-8084.

ALL TECHNICAL QUESTIONS are to be to: (208) 332-4109.

## **FOR BID RESULTS, PLAN HOLDERS LIST VISIT:**

**<http://itd.idaho.gov/business/business.htm>**

## **RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:**

<p><b>Requisition #: K-000270</b> <b>Bid Close Date: 9/13/06 – 5:00 PM      Bid Open Date: 9/14/06 – 11:00 AM</b> <b>Item Bidding: Janitorial Services – ITD Headquarters Complex</b></p>
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## **Mailing Address**

Idaho Transportation Department  
Supply Services Purchasing Section  
P.O. Box 7129  
Boise, Idaho 83707-1129

## 1.0 GENERAL INFORMATION

### 1.1 Purpose

The Idaho Transportation Department, Facilities Management Bureau (hereafter referred to as ITD) is responsible for maintaining the buildings listed in APPENDIX 'A'. The mission of the ITD is to provide cost effective, safe, clean, well maintained office buildings for ITD's employees.

At all locations (as specified in APPENDIX A), ITD has determined that it is in their best interest to have a full-service janitorial contract to maintain the buildings for it's' employees. The contract must provide all janitorial/housekeeping services on a turnkey basis with a single point of contact for ITD.

### 1.2 Mandatory Site Inspection/Survey

To facilitate a detailed Request for Bid submission, all interested Contractors are to attend a **mandatory** site inspection and pre-bid meeting of ITD's facility and all related buildings on **September 6, 2006 at 10.00 a.m.** Prospective bidders will meet at 3311 West State Street (ITD Headquarters Building Main Lobby). Questions will be answered regarding the Bid Specifications during the site inspection/survey.

Submission of a Bid by a contractor who has attended the required pre-bid site inspection shall be accepted a prima facie evidence that they have satisfied themselves as to the specifications of the Bid. The contractor/s will, during the pre-bid inspection, satisfy themselves of the nature and scope of work and all other matters including square footage that may affect the cost of the contract.

### 1.3 Background

The successful Contractor is responsible for all maintenance as described in this Bid, commencing upon award date. (ITD's current janitorial services contract expires September 30, 2006. ITD anticipates awarding the new contract for commencement on October 1, 2006. Maintenance of pre-existing conditions, unless excluded in this Bid, is the responsibility of the successful Contractor for this contract

### 1.4 Guidelines for Submission of Bids

- A. All Bids shall be submitted to the ITD Purchasing Section, at 3311 West State Street in Boise. Bids received at the designated office after the specified date and time will not be considered.
- B. The Bid shall include a total price for the services as specified in the Bid Schedule of Appendix 'A'. The price quoted shall not include any state or local taxes.

1.5 Term of Contract

- A. The contract period for implementation and operation of the contract shall commence on October 1, 2006, for a period of 24-continuous months. Upon mutual agreement of both parties, the contract may be extended under the same terms and conditions for a maximum of two (2), one (1) year periods.
- B. It is the intent of ITD to make evaluation and disposition of the Bids within ten (10) days after the scheduled closing date.

1.6 Bidder Responsibilities

A. Qualifications

Bidders must have a Public Works Contractors License.

The responsible responsive bidder must provide 100 percent Performance and Payment Bonds, to fully execute the contract award.

The successful bidder must meet or exceed the specified performance criteria and needs set forth in the Bid. ITD reserves the right to make reasonable inquiry to determine the responsibility of a bidder. Such requests may include but are not to be limited to financial statements, credit ratings, references, and past performance, etc. The unreasonable failure of a bidder to promptly supply the requested information with respect to such Bid may result in disqualification of the Bid. Except, as otherwise provided by law; information furnished by the bidder pursuant to this provision may not be disclosed outside ITD without prior written consent of the bidder.

B. Minimum Wage/ Benefits

Under this contract the minimum wage will be \$6.00 per hour –OR- higher for employees providing services for this contract. The contractor will provide at their expense a Health Insurance Program for all employees on this contract.

1.7 Acceptance of Bid Content

The requirements of this Bid and the responsive Bid of the successful bidder shall become contractual obligations along with the final contract. Failure of the successful bidder to accept the obligations in a contractual document may result in cancellation of the award.

1.8 Binding Contract

The contents of the Bid must comply in all material terms to the provisions of this Bid and such Bids shall be part of the resultant contract, and all words are binding upon the vendor.

## 2.0 SCOPE OF CONTRACT

The purpose of this Bid is to solicit Bids from qualified firms to provide a comprehensive full-service janitorial contract for ITD.

### 2.1 Contract Requirements

At a minimum\*, the successful vendor shall provide:

- A. As described in the Bid Schedule and APPENDIX 'A', the Bidder shall provide Janitorial/Housekeeping services.
- B. A Work Order system capable of recording and storing requests in a historical file for reports and reference. (See APPENDIX B)
- C. Provide a minimum of one (1) full-time on-site "Contract Senior Lead Person", and a "Contract Manager" to serve as the direct contact with ITD for compliance in all areas of the contract. See APPENDIX C for minimum Contract Manager and Senior Lead Person qualifications and responsibilities.
- D. Provide one (1) full-time on-site employee to work from 9:00 AM to 4:00 PM Monday through Friday excluding all ITD observed Holidays.
- E. Provide uninterrupted contract compliance in the above areas and in accordance with the contract specifications, terms and conditions.

\*The Contractor is expected to provide Janitorial Services on a turnkey basis and is required to keep all areas covered in the contract in a condition of general cleanliness. All contract requirements specified are the minimum.

## 3.0 EMPLOYEE IDENTIFICATION

- 3.1 For the purpose of security, all contract employees shall consent to and must be given a Department of Law Enforcement background investigation prior to employment and must be fingerprinted within 72-hours of employment.
- 3.2 All contract personnel shall wear an approved form of identification (uniform, hat, name badge, etc.) to identify the person as a contract worker. Method of identification shall be mutually agreed upon between the Contractor and ITD, and shall be at the Contractor's expense.

## 4.0 STATEWIDE CONTRACT USAGE

- 4.1 ITD will be required to utilize all existing Division of Purchasing Statewide Contracts for procurement of janitorial supplies required for the execution of this contract unless exempted by the specifications of this contract or by the Administrator of the Division of Purchasing.



## 5.0 CONCEPT OF CONTRACT ADMINISTRATION

- 5.1 It is required that this Janitorial Contract be a full-service contract with the Contractor selected being totally responsible for all aspects of the contract as defined in the detailed specifications. The Contract Manager shall be in direct contact and coordination with the Facilities Services Manager as ITD's representative. ITD shall have final right of approval, in advance, for all programs and activities of the Contractor including all expenditures related to the contract.
- 5.2 The Contractor shall propose the contract as a direct contractor and perform all of the activities and duties of the contract directly with their own employees, equipment and supplies.
- 5.3 Contract Manager will meet with ITD Facilities Services Manager, every first Tuesday of every month to discuss any problems or concerns with the performance of the contract, and to discuss the ratings.
- 5.4 For this contract, an Incentive/Penalty Payment Plan will be used to reimburse the Contractor based on the following schedule – rating system.

<u>Rating</u>	<u>Pay Factor</u>	<u>Rating</u>	<u>Pay Factor</u>
0.00	0.700	2.10	0.91
0.10	0.710	2.20	0.92
0.20	0.720	2.30	0.93
0.30	0.730	2.40	0.94
0.40	0.740	2.50	0.95
0.50	0.750	2.60	0.96
0.60	0.760	2.70	0.97
0.70	0.700	2.80	0.98
0.80	0.78	2.90	0.99
0.90	0.79	3.00	1.00
1.00	0.80	3.10	1.005
1.10	0.81	3.20	1.010
1.20	0.82	3.30	1.015
1.30	0.83	3.40	1.020
1.40	0.84	3.50	1.025
1.50	0.85	3.60	1.030
1.60	0.86	3.70	1.035
1.70	0.87	3.80	1.040
1.80	0.88	3.90	1.045
1.90	0.89	4.00	1.050
2.00	0.90		

Example: A 2.51 rating => (0.95 pay factor) \* (monthly bid price) resulting in a 5% penalty.

The rating will be based on monthly inspection(s) performed by the Facility Manager using Exhibit III Inspection Form. The items used for rating purposes will be pre-determined and agreed upon by both parties prior to commencement of work as described in Section 3, Daily Services – Monday through Friday.

Payments will be based on the monthly rating system.

6.0 PAYMENT

- 6.1 Upon Satisfactory Completion of service payment under this contract will be upon presentation of a monthly invoice sent directly to the Idaho Transportation Department, Purchasing; P.O. Box 7129, Boise, Idaho 83707-7129.

## APPENDIX A

### 1.0 GENERAL

- 1.1 The Contractor will be responsible for all aspects of the janitorial and housekeeping services for the entire Idaho Transportation Department Facility and associated buildings as described below and in the following Bid Schedule. Janitorial/Housekeeping services will normally be conducted after ITD's normal work hours of 5:00 p.m., unless the Contractor and ITD mutually agree upon other hours. ITD will establish areas of security and levels of access as required. Contract personnel may be required to clean certain restricted areas under escort by authorized state personnel or during operational office hours.

BUILDING NAME	ADDRESS
HQ's Main Building (91001)	3311 W State Street
Garage (91002)	3311 W State Street
Supply Serv/Print Shop Whse (91003)	3311 W State Street
Operations Annex (91004)	3293 Jordan Street
Public Transportation Trailer (91011)	3311 W State Street
Aeronautics (81001)	3483 Rickenbacker
Traffic Supply (31003)	8150 Chinden Blvd
Highway Safety (91017)	3311 W State Street

- 1.2 Identified storage areas, supply warehouse, hangar, materials labs, service bays, and equipment rooms will be excluded from the regularly scheduled daily cleaning. The square footage figures will be used as a baseline for additional square footage added or deleted from this contract. Traffic Supply offices will be excluded from the schedule of regular daily and weekly services and should be bid as per attached Bid Schedule. The remaining buildings should be bid as outlined in the attached Bid Schedule.
- 1.3 In the event that any scheduled work is missed or incorrectly done, the Contractor will, at their expense, bring in additional help at the discretion of the Facilities Services Manager. The method and time to complete the missed or incorrectly done work will be the choice of Facilities Services Manager.
- 1.4 The janitorial/housekeeping services shall consist of daily services, weekly services, monthly services, six-week services, semi-annual services and special scheduled services as described in the following detailed specifications and Bid Schedule. Services in the detailed specifications include all areas in the buildings, unless otherwise specifically noted, i.e. Traffic Supply and other exclusions as outlines in 1.2 above. All work that is scheduled for the semi-annual period will be performed the initial time within the first sixty (60) days of the contract.

## 2.0 SUPPLIES

- 2.1 The Contractor shall furnish all materials; chemicals, equipment and supplies (except toilet tissue, paper towels, hand soap, and wastebasket liners) needed to complete required services.
- 2.2 ITD shall provide the Contractor with paper towels, toilet tissue, hand soap, and waste basket liners from existing statewide contracts. The Contractor shall be responsible for inventory control and storage of these products and shall coordinate with proper ITD personnel to maintain adequate supply levels and timely reorder.
- 2.3 All equipment used in conjunction with this contract shall be standard industrial use equipment and Contractor shall maintain all equipment in a clean, safe and serviceable condition at all times.
- 2.4 All chemicals and/or cleaning materials shall be maintained in clearly labeled product containers and shall be stored and used in a safe manner as described in each product Material Safety Data Sheet (MSDS). The Contractor shall maintain on file, at ITD, material safety data sheets (MSDS) for all cleaning supplies and chemicals.
- 2.5 ITD shall provide the Contractor with dedicated storage space for supplies and equipment. It shall be the Contractor's responsibility to maintain the storage/janitorial rooms in an orderly and clean manner as prescribed by ITD.

## 3.0 DAILY SERVICES (Monday through Friday)

- 3.1 Empty and clean all wastepaper basket receptacles, replace plastic liners as necessary.
- 3.2 Vacuum all heavily traffic carpeted areas daily including - entrance mats, hallways, and elevators. Vacuum all areas with visible trash or stains every night regardless any other vacuuming schedule. Vacuum conference rooms as required by usage. Vacuum one third of each buildings general office areas with the intent of covering the entire building on a three-day cycle. Move chairs and moveable furniture as necessary. Use of a commercial "beater" type vacuum is required. Spot clean carpet as required. After vacuuming and spot cleaning, carpeted areas shall be free of visible litter and soil.
- 3.3 Clean, sanitize and polish all drinking fountains, removing all water stains and mineral deposits.
- 3.4 Clean and sanitize all restroom fixtures to include the inside and outside of sinks, counters toilets and urinals. Urinals, toilets and sinks shall be free of dirt, grime, residue and foreign matter and shall be odor free.
- 3.5 Polish mirrors, towel dispensers and all other glass surfaces. Wipe splatters from restroom walls. Mirrors towel dispensers, and glass surfaces shall be free of dirt, grime, handprints, streaks, and spots.

- 3.6 Sweep clean and wet mop restroom floors with disinfectant cleaner. Restroom floors shall be free of visible dirt, dust, and streaks including corners and behind doors. Particular care in cleaning shall be emphasized on the floors adjacent to urinals, sinks, and toilets.
- 3.7 Clean inner and outer entranceway glass and doorframes of fingerprints, streaks or spots.
- 3.8 Scrubs all spills or stains, and sweep clean/dust mop and wet mop all terrazzo, ceramic tile and vinyl floors. This requirement includes the removal of all scuffmarks from the floors. Clean floors shall be free of visible dirt, dust and streaks on floor, including corners, behind doors, under furniture and equipment.
- 3.9 Refill all soap, toilet tissue and paper towel dispensers. Keep at least one (1) roll of toilet paper for each stall on an open shelf in each rest room. Keep an extra-unopened roll of toilet tissue on the toilet plumbing in each stall where a double roll dispenser is not used.
- 3.10 Empty sanitary napkin containers in each ladies restroom stall.
- 3.11 Clean all elevator/s including spot cleaning spillage, dust all cab surfaces, clean door tracks and saddles, and vacuum/ scrub carpets/resilient floors. All elevator, baseboards, and kick-plate chrome will be free of dust, streaks and fingerprints.
- 3.12 Clean sinks, counter tops, tables, and chairs in break rooms. Vacuum carpeted areas and wet mop vinyl areas.
- 3.13 Spot clean and will be immediately responsive to any custodial request made through Building Services.
- 3.14 Maintain a log of daily activities and turn into Building Services at the end of each shift.
- 3.15 Report all carpet-cleaning needs that cannot be addressed in nightly spot cleaning directly to the Facilities Services Manager.
- 3.16 Report all missed or incorrectly done nighttime scheduled work directly to the Facilities Services Manager.
- 3.17 Dust the Computer Room floor nightly.
- 3.18 Clean **all** exterior benches and picnic tables.
- 3.19 Empty **all** exterior trash cans.

#### 4.0 WEEKLY SERVICE

- 4.1 Clean all restroom partitions. Partitions shall be free of dust, dirt, grime, residue and foreign matter.
- 4.2 Clean restroom walls around sinks and urinals.

- 4.3 Buff vinyl floors throughout building, including entryways and stairwells; bringing it to a high gloss finish from baseboard to baseboard.
- 4.4 Mop the Computer Room floor three (3) times per week.
- 4.5 Clean all stainless steel mopboards, stainless steel door kick plates, and rubber cove base floorboards. Mopboards, kick plates, and floorboards shall be free of dirt, grime, streaks, spots, and hand and fingerprints.
- 4.6 Dust-mop all stairwells.
- 4.7 Treat and polish all metal/wood surfaces in elevator/s.
- 4.8 Vacuum chairs and dust/clean all tables, desks, file cabinets and exposed office furniture and equipment surfaces throughout the facility.
- 4.9 Damp-mop all vinyl chair mats.
- 4.10 Clean all outside and inside entrance glass doors and frames. Properly cleaned windows shall be free of dirt, water spots, streaks, smudges and foreign matter.
- 4.11 Empty and clean all outside ashtrays/urns.

## 5.0 MONTHLY SERVICES

- 5.1 Scrub (removing all spills and stains), seal, wax and buff to a uniform smooth gloss all vinyl floors.
- 5.2 Dust all Venetian/mini blinds.
- 5.3 Dust all window ledges.
- 5.4 Dust all elevated ledges (High Dusting).

## 6.0 SIX-WEEK SERVICES

The Contractor shall furnish a schedule to the ITD Facilities Services Manager for the following six-week work:

- 6.1 Power scrub, wax, and seal restroom floors.

**\*\*NOTE:** "No Wax" or "No Buff" floors will be maintained in accordance with the manufacturer's recommendations.

## 7.0 SEMI-ANNUAL SERVICES

The Contractor shall furnish a schedule to the ITD Facilities Services Manager for the following semi-annual work. Semi-annual services are to be completed in May and December each year.

- 7.1 Clean the external surfaces of all recessed light fixtures and ceiling registers throughout the facility.

- 7.2 Strip and wax all vinyl floors including the lobby terrazzo. A stripping operation shall be considered satisfactory when all traces of the old wax have been removed and floor is clean, waxed and buffed to a uniform high gloss finish.

## 8.0 EXECUTIVE OFFICES SPECIAL SCHEDULE SERVICES:

The reception areas and Executive offices shall be kept exceptionally clean regardless of the previous schedule. Increase schedule as required. These areas include:

<u>OFFICE</u>	<u>LOCATION</u>
Director (2 <sup>nd</sup> floor room 201)	HQ's Building
Deputy Director (2 <sup>nd</sup> floor room 201)	HQ's Building
Administrative Services (ASDA) (2 <sup>nd</sup> floor room 201)	HQ's Building
ACE/D (2 <sup>nd</sup> floor room 201)	HQ's Building
Chief Engineer (2 <sup>nd</sup> floor room 201)	HQ's Building
BPIR Manager (2 <sup>nd</sup> floor room 201)	HQ's Building
Board Secretary (2 <sup>nd</sup> floor room 201)	HQ's Building

## 9.0 ADDITIONAL SERVICES

- 9.1 Provide additional cleaning/janitorial services as directed and coordinated with the Facilities Services Manager in advance of services to be performed. These services shall be above the cost of the monthly contract services, as proposed, and may consist of washing walls, air ducts and other similar service on a per hour basis. (See Bid Schedule to propose hourly services.)

## 10.0 WORK INSPECTION

- 10.1 Work is to be personally inspected by the Contractors Janitorial/Housekeeping Contract Manager on a bi-monthly basis. This inspection will consist of randomly choosing a building, physically inspecting the building filling out a survey of the buildings' condition. The report format will be developed by the Contractor and approved by ITD or the Contractor can use an existing report format previously developed by ITD (see APPENDIX B).
- 10.2 Areas found to be unsatisfactory or in noncompliance will be immediately corrected and re-inspected. Records of follow-up actions will be maintained with the inspection reports.

## **APPENDIX B**

### **REPORTS AND RECORDS**

#### **1.0 GENERAL**

- 1.1 The Contractor will be responsible for maintaining operational records of the ongoing contract administration. Records must be sufficient to document the activities of the contract and to establish a historical database for ITD and their ongoing facility management. Minimum requirements are described in the General Information section part 2.0, Scope of Contract. Invoices will not be paid without a copy of the reports submitted with invoice.
- 1.2 The format for all records and reports will be approved by ITD.
- 1.3 ITD reserves the right to modify format of reports and records to meet its internal operational needs or to comply with state laws, rules and regulations.
- 1.4 ITD reserves the right to add or delete records or reports as required.
- 1.5 All reports will be automated with software that is compatible to Microsoft Word and Excel.
- 1.6 The Contractor should provide operational Reports to ITD at time of monthly invoice.
- 1.7 Janitorial work scheduled for the next month activities should reference back to the services specified in this contract and any other services that will be done to comply with this contract.
- 1.8 Building Inspection report will include the bi-monthly building condition survey specified in APPENDIX 'A' section 10.0 Work Inspection and a written report describing how discrepancies are being corrected.
- 1.9 Report of all current employees of the Contractor assigned to this contract including social security numbers.



## **APPENDIX C**

### **CONTRACT ADMINISTRATOR AND SENIOR LEAD PERSON**

#### **MINIMUM QUALIFICATIONS AND RESPONSIBILITIES**

##### **1.0 GENERAL**

- 1.1 The Contractor shall be required to provide a minimum of one (1) full-time, on-site contract employee hereafter referred to as the Contract Senior Lead Person. (See 3.0 for the Contract Senior Lead person's minimum qualifications and responsibilities). The Contractor must also provide one (1) Contract Manager to serve as ITD's direct contact for contract compliance. (See 2.0 for Contract Manager's minimum qualifications and responsibilities).
- 1.2 It will be expected that one (1) of the two persons listed above be present at the facility Monday through Friday from 5:00 p.m. - 1:30 a.m. excluding ITD's observed holidays. The Contract Manager or the Senior Lead Person must be at the facility for eight (8) hours daily. Exceptions for holidays, vacation, sick leave and emergencies may be made through coordination with ITD's Facilities Services Manager.
- 1.3 Contractors must submit personal resumes for the Contract Manager and Contract Senior Lead Person they intend to place in those positions.
- 1.4 The Contractor selected may not change the Contract Manager or Contract Senior Lead Person identified in their Bid without approval of ITD. Failure to provide the persons identified in the Bid may be grounds for rejection of the Bid.
- 1.5 After contract award and during the term of the contract, the Contractor may not change the Contract Manager or the Contract Senior Lead Person without the approval of ITD.
- 1.6 ITD will have final approval for the persons employed as Contract Manager and Contract Senior Lead Person for any cause including the provisions of sections 2.0 and 3.0 of this section.
- 1.7 Both the Contract Manager and the Contract Senior Lead Person must perform, emergency, on the spot janitorial/housekeeping duties as required, when regular janitorial personnel are not available.

##### **2.0 CONTRACT MANAGER (MINIMUM QUALIFICATIONS & RESPONSIBILITIES)**

- 2.1 A minimum of two (2) years experience in a position of supervising employees in janitorial/housekeeping activities.
- 2.2 Good knowledge or experience in management of contracts.
- 2.3 Good knowledge of methods, materials and equipment used in janitorial/housekeeping.

- 2.4 Position requires good oral and written communication skills; may be required to conduct briefings and presentations to ITD staff and management.
- 2.5 Experience in writing policies, procedures and systems for control and reporting activities such as those required by this contract.
- 2.6 The Contract Manager must assume any and all janitorial duties if an emergency arises or the Senior Lead Person is unavailable to provide the required nightly on-site services.
- 2.7 The Contract Manager must be on-call and available 24-hours per day and 7-days per week.
- 2.8 The Contract Manager must have experienced personnel to handle janitorial emergencies such as but not limited to fire, flood and other natural disasters.

### 3.0 SENIOR LEAD PERSON (MINIMUM QUALIFICATIONS & RESPONSIBILITIES)

- 3.1 A minimum of one (1) year of experience in a position as a Janitor Lead Person.
- 3.2 Physical ability to lift and carry items weighing approximately 90 pounds, climb and work from ladders and bend and stoop.
- 3.3 The Senior Lead Person must have a minimum of one (1) year of experience in training personnel in the proper use and handling of janitorial equipment, chemicals and cleaning agents.
- 3.4 The Senior Lead Person must be responsible for work inspection, quality and control of the contract specifications.
- 3.5 Responsible for the security of all doors: exterior, roll-down, and walk-through. Also for the securing of all windows, and gates Monday through Friday, as assigned by the Facilities Services Manager.
- 3.6 Will be responsible to contact the Facilities Services Manager or designee immediately of any aberrations in any mechanical, electrical, security, or fire alarms, systems.

## II. PROPOSAL GUIDELINES

### 1. Pre-proposal Conference

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders, will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

### 2. Performance

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

### 3. Bidding Requirements and Conditions

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No proposals will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid proposal upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in ink or typed. Penciled entries will not be accepted. If entries are in pencil, the bid proposal shall be considered irregular and the bid will be rejected.

The bidder's proposal shall be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the bidder legally qualified and acceptable to the State. If the proposal is made by an individual, their name and post office address shall be shown; by a partnership, the name and post office address of each partner shall be shown; as a joint venture, the name and post office address of each member or officer of the firms represented by the joint venture shall be shown; by a corporation, the name of the corporation and the business address of its corporate officials shall be shown.

### 4. Irregular Proposals

Proposals will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Proposal Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.

2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in Ink.
7. If Addendums are not signed and returned with the Bid Documents.
8. If the required Public Works License Number(s) is not inserted on the Signature Page.

5. **Proposal Guaranty / Surety Bond Requirements**

No proposal will be considered unless accompanied by a guaranty of the character and in an amount not less than the amount indicated on the Request for Quotation.

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the proposal bond.

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of the contract.

The lowest responsive bidder may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.
2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final acceptance for the project those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the project for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

**6. Disqualification of Bidders**

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their proposal or proposals:

1. More than one proposal, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

**7. Consideration of Proposals**

After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available at <http://itd.idaho.gov/business/business.htm>.

The right is reserved to reject any or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

**8. Execution / Award of the Contract**

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose proposal complies with all requirements prescribed.

However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned together with the Surety bonds, **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts and bonds, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

**9. Failure to Execute Contract**

Failure to execute the contract and file acceptable bonds within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract and the forfeiture of the proposal guaranty which shall become the property of the State, not as a penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

**10. Return of Proposal Guaranty**

Proposal guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the proposals. The retained proposal guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

### III. TERMS AND CONDITIONS

1. **Contract Term**

Contract term is for two (2) years with the option to renew for two (2) additional one (1) year periods upon mutual agreement between the State and Contractor. All terms and conditions shall remain the same.

2. **Payment Requirements**

Payments will be made as provided: Upon satisfactory completion of services specified herein, the Contractor will be paid monthly as soon as possible after receipt of invoices. Payments otherwise due may be withheld on account of substandard or defective work not remedied.

3. **Changes**

The Department reserves the right to revise the "Work Locations and Schedule" and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the Department. Changes in compensation, which may result from such revisions, shall be documented by formal Change Order to the contract and approved by the Purchasing Agent.

4. **Claims for Adjustment and Disputes**

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the ITD Purchasing Agent in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The Purchasing Agent will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the Purchasing Agent's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

**5. Compliance**

If the Department registers a formal and written complaint with the Contractor in respect to undesirable or unsanitary conditions, the Contractor will have 72 hours in which to respond in person to the complaint, to the project Coordinator to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in Section 6 TERMINATION.

If the Department is not satisfied with the results and remediation of the complaint, the project coordinator may require periodic and joint inspections of the area with the Contractor to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

**6. Termination For Default**

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

**7. Termination For Convenience**

A. The DEPARTMENT or CONTRACTOR may cancel this Contract at any time with or without cause upon thirty (30) days' written notice to the other party, and specifying the date of termination.

B. Cancellation of the Contract by either party shall terminate the obligations or liabilities of the parties, except that the obligations or liabilities incurred prior to the termination date shall be honored.

**8. Indemnification**

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

**9. Insurance Requirements**

The Contractor shall carry such public liability and property damage insurance that will protect them and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract whether such operations be by themselves or by any subcontractor or by anyone directly or indirectly employed by either of them. The following is a brief explanation of the required insurance coverage's. A certificate of insurance will be required of the contractor selected.

1) Worker's Compensation. The CONTRACTOR, its subcontractor(s), if any, and all employers providing work, labor or materials under this contract, are subject employers under the Idaho Worker's Compensation Law, and shall comply with Idaho Statutes regarding Worker's Compensation.

For the duration of this Contract, and until all work specified herein is complete, the CONTRACTOR, its subcontractor(s), if any, and all employers providing work, labor or materials under this contract, shall provide Idaho Worker's Compensation coverage that satisfies Idaho law for all their subject workers.

The CONTRACTOR must have a valid Worker's Compensation insurance policy in effect prior to the Division of Purchasing generating the contract. The CONTRACTOR must show proof of such coverage by presenting to the Division of Purchasing a valid certificate of insurance showing statutory coverage.

**The CONTRACTOR must provide either a Certificate of Idaho Workers' Compensation Insurance issued by a surety licensed to write Idaho Workers' Compensation Insurance in the State of Idaho, as evidence that the CONTRACTOR has in effect a current Idaho Workers' Compensation Insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a State that has a current reciprocity agreement with the Industrial Commission.**

2) Employer's Liability. This coverage is written in conjunction with Worker's Compensation and provides insurance for the employer's liability to its employees in circumstances where the injury is not covered by the Worker's Compensation law and the employer may be subject to common law liability. Employer's liability insurance shall be a minimum amount of \$100,000 per occurrence.

3) Liability Insurance. For the duration of the Contract and until all work specified in the Contract is completed, the CONTRACTOR shall have and maintain, at CONTRACTOR'S expense, the liability insurance set forth below and shall comply with all limits, terms and conditions of such insurance. Work under this Contract shall not commence until evidence of all required insurance is provided to the Division of Purchasing. Evidence of insurance shall consist of a completed certificate of insurance signed by the insurance agent for the CONTRACTOR and made a part of this Contract.

4) The Contractor shall not commence work under the contract until he obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State and to the railroad or railway company, when involved. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until written acceptance of the project.

### **Required Insurance:**

1) Commercial General Liability Insurance. The CONTRACTOR shall have and maintain Commercial General Liability (CGL) Insurance covering bodily injury and property damage. This insurance shall include personal injury liability coverage; blanket contractual liability coverage for the indemnity provided under this Contract and products/completed operations liability. The combined single limit per occurrence shall not be less than \$1,000,000 or the equivalent. Each annual aggregate limit shall not be less than \$1,000,000, when applicable, and will be endorsed to apply separately to each job site or location.



2) Automobile Liability Insurance

The Contractor shall obtain, at the Contractor's expense, and keep in effect during the entire term of the contract, Automobile Liability Insurance covering owned, non-owned and hired vehicles. This coverage may be written in combination with Commercial General Liability Insurance. Combined single limit per occurrence shall not be less than \$1,000,000.

**Additional Requirements:**

1) State of Idaho as Additional Insured:

The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the Idaho Transportation Department and its division, officers and employees as additional insured, but only with respect to the CONTRACTOR'S activities to be performed under this Contract.

2) Notice of Cancellation or Change:

The CONTRACTOR shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without sixty (60) days prior written notice from the CONTRACTOR or its insurer to the Idaho Transportation Department. CONTRACTOR shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, Transportation Department and its divisions, officers and employees.

**10. Title VI Assurances**

1) Application

These contract provisions shall apply to all work performed on the contract by the contractor with his own organization and with the assistance of workmen under his immediate superintendence and to all work performed on the contract by piece work, station work or by subcontract.

2) Employment Lists, Labor Selection, Non-Discrimination

A local public employment agency has been designated by the State to prepare the employment lists for the project.

All qualified unskilled labor shall be employed insofar as possible from lists furnished the contractor by the employment agency designated in the contract. The contractor may avail himself of the services of the employment agency for obtaining labor of the intermediate and skilled grade.

In the performance of this contract, within the limitations of Subsection 107.01 requiring employment of up to 95% Idaho residents, preference in employment shall be given to qualified honorably discharged Veterans of the United States Armed Forces.

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

3) Compliance with Regulations:

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation, Title 49, Code of

Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

4) Nondiscrimination:

The Contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, religion, sex or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

5) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor, of the Contractor's obligations of this contract and Regulations relative to nondiscrimination on the grounds of race, color, religion, sex, or national origin.

6) Information and Reports:

The Contractor shall provide all information and reports required by Regulations and/or Directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the state of Idaho Transportation Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the state of Idaho Transportation Department or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

7) Sanctions for Noncompliance:

In the event the Contractor is in noncompliance with the nondiscrimination provision of this contract, the state of Idaho Transportation Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withhold progress payments until it is determined that the contractor is found in compliance;
- b. Suspend the contract, in whole or in part, until the contractor or subcontractor is found to be in compliance with no progress payment being made during this time and no time extension made;
- c. Cancel or terminate the contract for cause;
- d. Assess against the contractor's final payment on this contract or any progress payments on current or future Idaho projects an administrative remedy by reducing the final payment or future progress payment in an amount equal to 10% of this contract or \$7,700, whichever is less.

8) Incorporation of the Provisions:

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to subcontractor or procurement as the state of Idaho

Transportation Department or Federal Highway Administration may direct as a means of enforcing the provisions, including sanctions for noncompliance, provided, however, that in the event a Contractor becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the state of Idaho Transportation Department to enter into such litigation to protect the interests of the State, and in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **11. Labor Provisions**

The wages of labor shall be paid in legal tender of the United States, except that this condition will be considered satisfied if payment is made by a negotiable check, on a solvent bank, which may be cashed readily by the employee in the local community for the full amount without discount or collection charges of any kind. Where checks are used for payment, the contractor shall make all necessary arrangements for them to be cashed and shall give information regarding such arrangements. No fee of any kind shall be asked or accepted by the contractor or any of his agents from any person as a condition of employment on the project.

No employee shall be charged for any tools used in performing their respective duties except for reasonably avoidable loss or damage thereto.

Every employee on the work covered by this contract shall be permitted to lodge/board and trade where and with whom he elects and neither the contractor nor his agents nor his employees shall directly or indirectly require as a condition of employment that an employee shall lodge, board or trade at a particular place or with a particular person.

No charge shall be made for any transportation furnished by the contractor or his agents to any person employed on the work.

No individual shall be employed as a laborer on this contract except on a wage basis, but this shall not be construed to prohibit the rental of teams' trucks or other equipment from individuals. No such rental agreement or any charges for feed, gasoline, supplies or repairs on account of such agreement, shall cause any deduction from the wages accruing to any employee except as authorized by the regulations hereinbefore cited.

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## **BID SCHEDULE**

Each Bid item shall be filled in completely by the **Contractor** in the bid schedule, by indicating total dollars and cents under Unit Price and Total Cost. All costs, including hourly rates, will be included here and will be fully burdened to include, but not limited to, wages, transportation, lodging, overhead, and per-diem. All figures shall be written in ink or typed. Penciled entries will not be accepted; bids will be considered irregular and rejected.

1.	<b><u>DAILY SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
a.)	Building - 91001 HQ's Main	110,000	\$_____
b.)	Building - 91002 Garage	1,000	\$_____
c.)	Building - 91003 Supply Services & Print Shop	18,000	\$_____
d.)	Building - 91004 Operations Annex	23,000	\$_____
e.)	Building - 81001 Aeronautics	3,000	\$_____
f.)	Building - 91011 PT Trailer	1,850	\$_____
g.)	Building – 91017 Highway Safety Trailer	3,000	\$_____

**Monthly cost for Daily Services \$ \_\_\_\_\_ x 24 = \$ \_\_\_\_\_**

2.	<b><u>WEEKLY SERVICES</u></b>	<b><u>Square Ft. (Est.)</u></b>	<b><u>Amount</u></b>
a.)	Building - 91001 HQ's Main	110,000	\$_____
b.)	Building - 91002 Garage	1,000	\$_____
c.)	Building - 91003 Supply Services & Print Shop	18,000	\$_____
d.)	Building - 91004 Operations Annex	23,000	\$_____
e.)	Building - 81001 Aeronautics	3,000	\$_____
f.)	Building - 91011 PT Trailer	1,850	\$_____
g.)	Building – 91017 Highway Safety Trailer	3,000	\$_____

**Monthly cost for Weekly Services \$ \_\_\_\_\_ x 24 = \$ \_\_\_\_\_**

## **BID SCHEDULE**

3.	<u><b>MONTHLY SERVICES</b></u>	<u><b>Square Ft. (Est.)</b></u>	<u><b>Amount</b></u>
a.)	Building – 91001 HQ's Main	110,000	\$_____
b.)	Building - 91002 Garage	1,000	\$_____
c.)	Building - 91003 Supply Services & Print Shop	18,000	\$_____
d.)	Building - 91004 Operations Annex	23,000	\$_____
e.)	Building - 81001 Aeronautic	3,000	\$_____
f.)	Building - 91011 PT Trailer	1,850	\$_____
g.)	Building – 91017 Highway Safety Trailer	3,000	\$_____

**Total cost for Monthly Services \$\_\_\_\_\_ x 24 = \$\_\_\_\_\_**

4.	<u><b>SIX-WEEK SERVICES</b></u>	<u><b>Square Ft. (Est.)</b></u>	<u><b>Amount</b></u>
a.)	Building – 91001 HQ's Main	1,928	\$_____
b.)	Building - 91002 Garage	220	\$_____
c.)	Building - 91003 Supply Services & Print Shop	200	\$_____
d.)	Building - 91004 Operations Annex	600	\$_____
e.)	Building - 81001 Aeronautic	600	\$_____
f.)	Building - 91011 PT Trailer	160	\$_____
g.)	Building – 91017 Highway Safety Trailer	160	\$_____

**Total cost of Six-Week Services, occurs approximately 16-times during 24-month contract period, \$\_\_\_\_\_ x 16 = \$\_\_\_\_\_. Six-Week Services are scheduled only for the restrooms. The above listed square footage estimates reflect *only* the restrooms.**

## **BID SCHEDULE**

5.	<u>SEMI-ANNUAL SERVICES</u>	<u>Square Ft. (Est.)</u>	<u>Amount</u>
a.)	Building – 91001 HQ's Main	110,000	\$_____
b.)	Building - 91002 Garage	1,000	\$_____
c.)	Building - 91003 Supply Services & Print Shop	18,000	\$_____
d.)	Building - 91004 Operations Annex	23,000	\$_____
e.)	Building - 81001 Aeronautic	3,000	\$_____
f.)	Building - 91011 PT Trailer	1,850	\$_____
g.)	Building – 91017 Highway Safety Trailer	3,000	\$_____

**Total cost of Semi-Annual services (approximately 2-times per year) \$ \_\_\_\_\_ x 4 = \$ \_\_\_\_\_**

6. **TRAFFIC SUPPLY BUILDING - 31003**

This building is excluded from regularly scheduled services as outlined in APPENDIX A, except for the restrooms. Cleaning services must be performed daily before 3:00 p.m., Monday through Friday. Contractor must meet all the minimum specifications as outlined in APPENDIX A for restroom cleaning.

**Total monthly cost for Traffic Supply \_\_\_\_\_ x 24 = \$ \_\_\_\_\_**

**GRAND TOTAL COST: \$ \_\_\_\_\_**

Item 7 & 8 are excluded from the total cost of the Bid.

7. Hourly Rate: Washing Windows \$ \_\_\_\_\_

8. Hourly Rate: Pressure Washing \$ \_\_\_\_\_

**AWARD TO BE "ALL OR NONE"**

**Contract will be for two (2) years with the option to renew for two (2) one (1) year renewal options upon mutual agreement between State and Contractor – Same Terms and Conditions shall apply.**

**ALL BID SCHEDULE PAGES Must Be Returned with your Bid Documents!**

# IDAHO TRANSPORTATION DEPARTMENT SIGNATURE PAGE

THIS PAGE MUST BE SIGNED WITH AN ORIGINAL SIGNATURE AND RETURNED WITH YOUR BID DOCUMENTS!!!

August 23, 2006

Idaho Transportation Department  
Supply Services Purchasing Section  
3311 West State Street  
Boise, Idaho 83703

## REQUISITION #: K-000270

The Idaho Transportation Department is seeking qualified bidders to furnish all materials, equipment and labor for: **Janitorial/Housekeeping Services at the ITD Headquarters Complex and Related Buildings**, per the specifications.

### PUBLIC WORKS CONTRACTORS LICENSE #

\_\_\_\_\_

### FEDERAL IDENTIFICATION #

\_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractors Signature/Authorized Signature:

\_\_\_\_\_

\_\_\_\_\_

Printed Signature

BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.

**THIS PAGE MUST BE SIGNED, WITH AN ORIGINAL SIGNATURE, AND  
RETURNED WITH YOUR BID DOCUMENTS!**

# B I D P R O P O S A L

TO: IDAHO TRANSPORTATION BOARD  
Idaho Transportation Department  
Division of Highways

In compliance with your invitation for bids to be received: **September 13, 2006 @ 5:00 P.M., and Opened on September 14, 2006 @ 11:00 A.M.** The undersigned certifies they have examined the location of work and/or materials sites, and has satisfied themselves as to the condition to be encountered, and that the plans, specifications, contract and method of payment for such work is understood. The undersigned hereby agrees to furnish all materials, chemicals, equipment and labor for JANITORIAL /HOUSEKEEPING SERVICES at the Idaho Transportation Department Complex and related buildings as directed at the designated areas, as per the specifications contained in Requisition Number K-000270.

**On the acceptance of this bid for said work the undersigned will furnish the 100% Contract Performance and Payment Bonds with approved and sufficient surety within 10 days after the contract is presented for signature.**

Accompanying this bid proposal is a Bid Bond or Cashier's Check in the amount of five percent (5%) of the total amount bid.

The bidder further agrees that if awarded the contract, work will commence October 1, 2006, and continue for the term of two years with the option to renew for two (2) one (1) year terms upon mutual agreement between Contractor and State.

By signing this bid proposal (P-3, A, B or C), the bidder being duly sworn states that the firm, association or corporation to whom this contract is to be awarded has not by or through any of its officers, partners, owners or any other person associated therewith, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this highway project, and is not financially interested in or otherwise affiliated in a business way with any other bidder on this project.

Page 1 of 2



**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **CORPORATE** CONTRACTORS

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of  
Corporation: \_\_\_\_\_

\_\_\_\_\_  
Phone Number

Idaho Public Works Contractors License Number \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

Name & Address of President \_\_\_\_\_

Name & Address of Secretary \_\_\_\_\_

Name & Address of Treasurer \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
President, Vice President, etc...

State of \_\_\_\_\_, County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before

me \_\_\_\_\_, personally appeared \_\_\_\_\_,

(Notary Public)

known or identified to me to be the President or Vice President or Secretary or Assistant Secretary, of the  
corporation that executed the instrument or the person who executed the instrument on behalf of said  
corporation, and acknowledged to me that such corporation executed the same.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **PARTNERSHIP**

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of Bidder:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

Idaho Public Works Contractors License Number \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Name & Title, as "Partner")

\_\_\_\_\_  
Address

**THIS MUST BE SIGNED BY AT LEAST ONE GENERAL PARTNER**

State of \_\_\_\_\_, County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_,

before me \_\_\_\_\_, personally appeared

(Notary Public)

\_\_\_\_\_, known or identified to me to be one

of the partners in the partnership of \_\_\_\_\_

(Partnership Name Signed to Instrument)

and the partner or one of the partners who subscribed said partnership name to the foregoing

instrument, and acknowledged to me that they executed the same in said partnership name.

\_\_\_\_\_  
Notary Public For \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_

P-3-B

Page 2 of 2

**BIDDER'S SIGNATURES REQUIRED**

TO BE EXECUTED BY **SOLE PROPRIETOR**

Date \_\_\_\_\_, 2006

Name, Address and Phone Number of Bidder:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Phone Number

Idaho Public Works Contractors License Number \_\_\_\_\_

SIGNATURE:

\_\_\_\_\_  
(Name & Title, as "Owner")

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Name & Title, as "Owner")

\_\_\_\_\_  
Address

State of \_\_\_\_\_ County of \_\_\_\_\_ ss

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_,

before me \_\_\_\_\_, personally appeared  
(Notary Public)

\_\_\_\_\_, known or identified to me to be the  
person whose name is subscribed to the within instrument, and acknowledged to me that

\_\_\_\_\_ executed the same.  
(he/she/they)

\_\_\_\_\_  
Notary Public For \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires on:

\_\_\_\_\_

## **DOMICILE**

PREFERENCE FOR IDAHO DOMICILED CONTRACTORS ON PUBLIC WORKS (Idaho Code 67-2348 - Effective July 1, 1982). To the extent permitted by federal laws and regulations, whenever the State of Idaho, or any department, division, bureau or agency thereof, or any city, county, school district, irrigation district, drainage district, sewer district, highway district, good road district, fire district, flood district, or other public body, shall let for bid any contract for bid any contract to a contractor for any public works, the contractor domiciled outside the boundaries of Idaho shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor domiciled in Idaho as would be required for such an Idaho domiciled contractor to succeed over the bidding contractor domiciled outside Idaho on a like contract being let in his domiciliary state.

If the bidder is unsure of where their business is domiciled, the following "rule of thumb" may help!

- 1) Corporation: Domiciled where chartered.
- 2) Sole Proprietor: Domiciled where permanent headquarters of business located.
- 3) Partnership: Domiciled where permanent headquarters of business located.

COMPANY NAME: \_\_\_\_\_

STATE OF DOMICILE: \_\_\_\_\_

**NOTE: THIS PAGE MUST BE RETURNED WITH YOUR BID!!!!**

**CONTRACTOR'S AFFIDAVIT**

***CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE***

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned being duly sworn upon oath, deposes and says that

\_\_\_\_\_ complies with the provisions of Section 72-1717 Idaho  
(Contractor Name)

Code (Drug Free Workplace program); that \_\_\_\_\_ provides a  
(Contractor Name)

drug-free workplace program that complies with the provisions of Idaho Code, title 72,

chapter 17 and will maintain such program throughout the life of a state construction contract

and that \_\_\_\_\_ shall subcontract work only to subcontractors meeting  
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at

\_\_\_\_\_  
\_\_\_\_\_

**THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS**

**BIDDERS RESPONSIBILITY PAGE**

*PLEASE NOTE: The following documents, IF APPLICABLE TO YOUR BID, must be returned to the Idaho Transportation Department Purchasing Section to allow your bid to be considered.*

- 1.) **Idaho Employer Alcohol and Drug-Free Workplace Act State Construction Contracts - EFFECTIVE: January 1, 2005. Idaho Code, Section 72-1717, the following document is required on ALL State Construction or Improvement of Public Property or Publicly Owned Buildings.**
  - **Affidavit of Alcohol and Drug Free Workplace Program**
- 2.) **“Signature Page”**
  - Public Works License Number must be inserted
  - Page must be signed with an original signature
- 3.) Bid Response
  - Individual, Partnership, or Corporation
  - One of three, depending upon company structure, MUST be completed, notarized and signed with an original signature.
- 4.) Bidder must complete Bid Schedule
- 5.) Bidder must complete Domicile Form
- 6.) Subcontractor form SC-1 – **as required per specifications**
- 7.) A 5% Bidders Bond or Cashier's Check
- 8.) **All Addenda** Must be Signed and returned with your Bid Documents. It is the Bidder's responsibility to verify if an addendum was issued.
- 9.) **ALL BIDS** must be submitted in a sealed enveloped with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 10.) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.
- 11.) **PUBLIC WORKS LICENSE REQUIRED:** - Public Works Contractors License Board – Phone # (208) 332-8968. <http://www2.idaho.gov/dbs>
- 12.) **WORKERS' COMPENSATION INSURANCE:** - Per Idaho Code 72-216. Proof of said insurance must be provided by successful Bidder before Contract(s) are executed. – It shall be the Contractors responsibility to request, each year, a current certificate of insurance is sent to the Agency. Non-Compliance will result in the forfeiture of Contract and all Bonds.
- 13.) **GENERAL AND AUTOMOBILE LIABILITY INSURANCE:** - Proof of said insurance must be provided by successful Bidder before Contract(s) are executed. Non-Compliance will result in the forfeiture of Awarded Contract and all Bonds.

**INTENTION TO RESPOND**

***No Fax Cover Sheet Is Required***

**FAX BACK: 208 334-8824**

Your assistance is requested. Please fax back immediately.

To: Idaho Transportation Department  
Purchasing Section  
PO Box 7129  
Boise, Idaho 83707-1129

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BID CLOSES ON: 9/13/06 @ 5:00 P.M.

BID OPENS ON: 9/14/06 @ 11:00 A.M.

**Please check all that apply**

\_\_\_\_\_ Company intends to prepare and submit a proposal to the requisition listed above.

\_\_\_\_\_ Company does not plan to respond.

\_\_\_\_\_ Company plans to attend - MANDATORY SITE INSPECTION 9/6/06 @ 10:00 AM –  
Location: 3311 W State Street, Boise; Main Lobby

\_\_\_\_\_ Other Message/Comments: \_\_\_\_\_

Company Name \_\_\_\_\_

Individual/Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_  
(Please Print)

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**POSSIBLE INTEREST  
-BIDDERS LIST-**  
AS OF 8/06

ENVIRONMENTAL SERVICES P O BOX 981 BLACKFOOT ID 83221 208-785-2795 208-785-8009	PRO POWER CLEAN 5777 GLENWOOD STE B BOISE ID 83714 208-378-8167 208-378-9465	WESTERN BUILDING MTCE 3275 BROWN STR BOISE ID 83714 208-345-2951 208-345-9716
H & H CLEANING SERVICE 216 W 39 <sup>TH</sup> BOISE ID 83714 (208) 336-7811 (208) 336-2850	ABM JANITORIAL 10221 W EMERALD STE 120 BOISE ID 83704 208-377-8181 208-377-8183	CNV CLEANING SERVICE 6059 CORPORAL LANE BOISE IDAHO 83704 208 322 9441 208 498 5998
CAMPANELLA BUILDING MTCE ATTN JEROMY CAMPANELLA 7038 TOBI DRIVE BOISE ID 83714 208 409-0982	VARSITY CONTRACTORS PO BOX 15811 BOISE ID 83715 208 323 7808 208 377 4471	WE CLEAN 4U PO BOX 1241 CALDWELL ID 83606



**MAINTENANCE INSPECTION REPORT**

Date \_\_\_\_\_ Time \_\_\_\_\_  
 Facility Name \_\_\_\_\_  
 Contractor Name/Rep \_\_\_\_\_  
 Department Rep \_\_\_\_\_  
 Inspection by: \_\_\_\_\_

Ratings:  
 (0) Unacceptable  
 (1) Poor  
 (2) Fair  
 (3) Good  
 (4) Very Good  
 (NA) Not Applicable

ITEM	FACILITIES	RATING	COMMENTS
1	Empty/Clean all waste basket receptacles replace liners		
2	Vacuum heavily traffic carpet areas		
3	Vacuum 1/3 of each buildings general office areas (the entire building – 3 day cycle.		
4	Keep Carpet Free of visible trash & stains regardless of vacuuming schedule		
5	Clean, sanitize, and polish drinking fountains		
6	Clean, sanitize sinks, toilets and urinals		
7	Polish mirrors, towel dispensers and glass surfaces		
8	Sweep clean and wet mop restroom floors with disinfectant		
9	Clean inner & outer entranceway glass & door frames of finger prints, streaks and spots		
10	Sweep clean/dust mop and wet mop all terrazzo , ceramic tile and vinyl floors		
11	Refill all soap, toilet tissue and paper towel dispensers		
12	Empty sanitary napkin receptacles in each ladies stall		
13	Clean elevators		
14	Clean sinks, countertops, tables & chairs in break room. Vacuum carpet and wet mop vinyl areas		
15	Spot clean and be immediately responsive to any custodial request made through Building Services		
16	Maintain log of daily activities and turn in at end of shift		
17	Report all carpet cleaning needs that are not addressed in the nightly spot cleaning directly to the Facility Manager		
18	Report all missed or incorrectly done night time schedule work directly to Facility Services Manager		
	<b>Weekly -</b>		
	Clean all restroom partitions		
	Clean restroom walls around sink & urinals		
	Buff vinyl floors throughout building, entry ways, and stairwells		

Sum of Ratings ==&gt;

Sum of Ratings \_\_\_\_\_ ÷ \_\_\_\_\_ Number of Items Evaluated = \_\_\_\_\_ Final Rating Score

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EXHIBIT 3A

## REPORTS AND RECORDS

0	1	2	3	4	N/A	
						<b>Entrances &amp; Lobbies</b>
						Doors, Walls - Spot Cleaning
						Floors & Thresholds
						Carpet
						Glass
						Metal Surfaces
						Vacuuming
						Furniture
						Trash or Litter
						<b>Exterior Areas</b>
						Policing & Trash
						Ash Trays
						Entry Ways
						Picnic Areas
						Parking Areas
						<b>Rest Rooms</b>
						Dispensers
						Basins
						Floors
						Hardware
						Mirrors
						Partitions
						Toilets
						Urinals
						Waste Cans
						Walls, Doors - Spot Cleaning
						Showers
						<b>General Office</b>
						Furniture, Equipment
						Mopping
						Carpet
						Spotting
						Phones, Lamps
						Walls, Doors
						Waste Baskets
						Partitions
						Dusting
						Sweeping
						Trash & Litter
						<b>TOTAL</b>

0	1	2	3	4	N/A	
						<b>Floors</b>
						Corners
						Base Boards
						Waxing
						Buffing
						Sweeping
						Vacuuming
						Spot Cleaning
						<b>Corridors</b>
						Base Boards
						Floors
						Fixtures
						Walls, Doors - Spot Cleaning
						Water Fountains
						Vacuuming/Sweeping
						<b>Miscellaneous</b>
						Conference Rooms
						Kitchen Areas
						Trash Areas
						Elevators
						<b>Stairwells</b>
						Corners
						Handrails
						<b>Dusting</b>
						Light Fixtures
						Air Vents
						Ledges & Partitions
						Furniture & Equipment
						Hand Rails
						Pictures/Signs
						<b>Windows</b>
						Display Glass
						Sills & Frames
						<b>Janitors Closets</b>
						Neat & Clean
						Organization
						Equipment
						<b>TOTAL</b>

Sum of Rating \_\_\_\_\_ ÷ \_\_\_\_\_ Number of Items Evaluated = \_\_\_\_\_ Final Rating Score

## RECORD OF PUBLIC BID OPENING

Requisition # K-000270

Bid Title: ITD HDQ JANITORIAL/HOUSEKEEPING SERVICES

Bid Closing Date: 9/13/06 @ 5:00 PM

Bid Open Date: 9/14/06 @ 11:00 AM

### STATUS – UNDER EVALUATION

#### BIDDER:

ABM JANITORIAL / BOISE

1. DAILY SERVICES

Monthly cost for Daily Services - --\$11,923.58 X 24 = \$286,165.92

2. WEEKLY SERVICES

Monthly cost for Weekly Services --\$355.27 X 24 = \$8,526.48

3. MONTHLY SERVICES

Total cost for Monthly Services --\$544.07 X 24 = \$13,057.68

4. SIX-WEEK SERVICES

Total cost for Six-Week Services-- \$429.82 X 16 = \$6,877.12

5. SEMI-ANNUAL SERVICES

Total cost of Semi-Annual services (approximately 2-times per year)

\$1,584.94 X 4 = \$6,339.76

6. TRAFFIC SUPPLY BUILDING - 31003

Total monthly cost for Traffic Supply-- \$400.59 X 24 = \$9,614.16

**GRAND TOTAL COST: \$ 330,581.12**

**BIDDER:**  
**WESTERN BUILDING MTCE / BOISE**

1. DAILY SERVICES

Monthly cost for Daily Services - **\$11,255.00 X 24 = \$270,120.00**

2. WEEKLY SERVICES

Monthly cost for Weekly Services --**\$830.00 X 24 = \$19,920.00**

4. MONTHLY SERVICES

Total cost for Monthly Services --**\$725.00 X 24 = \$17,400.00**

4. SIX-WEEK SERVICES

Total cost for Six-Week Services-- **\$330.00 X 16 = \$5,280.00**

5. SEMI-ANNUAL SERVICES

Total cost of Semi-Annual services (approximately 2-times per year)

**\$1,565.00 X 4 = \$6,260.00**

6. TRAFFIC SUPPLY BUILDING - 31003

Total monthly cost for Traffic Supply-- **\$225.00 X 24 = \$5,400.00**

**GRAND TOTAL COST: \$ 324,380.00**

**BIDDER:**  
**VARSITY CONTRACTORS / BOISE**

1. DAILY SERVICES

Monthly cost for Daily Services - --**\$14,331.00 X 24 = \$343,944.00**

2. WEEKLY SERVICES

Monthly cost for Weekly Services --**\$711.00 X 24 = \$17,064.00**

5. MONTHLY SERVICES

Total cost for Monthly Services --**\$1,040 X 24 = \$24,960.00**

4. SIX-WEEK SERVICES

Total cost for Six-Week Services-- **\$345.00 X 16 = \$5,520.00**

5. SEMI-ANNUAL SERVICES

Total cost of Semi-Annual services (approximately 2-times per year)

**\$529.00 X 4 = \$2,116.00**

6. TRAFFIC SUPPLY BUILDING - 31003

Total monthly cost for Traffic Supply-- **\$13.45 X 24 = \$323.00**

**GRAND TOTAL COST: \$ 393.927.00**